



**Swan Hill**  
District Health



*Inclusive*

*Compassionate*

*Progressive*

*Accountable*

## **DENTAL THERAPIST**

### **(Maternity Leave)**

Swan Hill District Health Dental Services have a vacancy for a full time Dental Therapist.

The successful candidate will demonstrate:-

- registration as an Oral Health Therapist, with extended scope of practice allowing restorative treatment of adults, with AHPRA
- ability to work as part of a multidisciplinary team.
- ability to be highly organized, efficient and productive
- an understanding of public dental care and associated clinical service delivery.
- level of clinical competence and experience in the provision of general dental services delivered through public, private and specialist providers.

For more information contact the Dental Clinic Co-ordinator, Jeanette Healey on 503 39411 or email [jhealey@shdh.org.au](mailto:jhealey@shdh.org.au).

Applications including the names of three referees should be forwarded to: Human Resources Manager, Swan Hill District Health, PO Box 483, Swan Hill 3585, Victoria or email: [employment@shdh.org.au](mailto:employment@shdh.org.au).

Applications will only be accepted if they address the Key Selection Criteria and include an APPLICATION FOR EMPLOYMENT FORM. Email applications are preferred.

**Closing Date: 9th November, 2020**



<b>Position:</b>	<b>Dental Therapist</b>
<b>Classification:</b>	Dental Therapist – DT44 to DT49
<b>Department:</b>	Dental Clinic - Primary Care Services
<b>Reports to:</b>	Lead Dentist
<b>Position Summary:</b>	The primary purpose of this position is to provide dental care to eligible community members within scope of the Dental Practice Board of Victoria's Practice of dentistry by Dental Therapists and Swan Hill District Health clinical standards and policies.
<b>Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Directly provide dental services in accordance with SHDH and DHSV clinical standards and policies, and principles of public health.</li> <li>• Ensure all clinical services provided are within the scope of their AHPRA registration and legally defined scope of practice. Manage patients within their competency and experience levels as defined by the SHDH Policy and Procedures, AHPRA guidelines, and as regularly assessed by the Lead dentist.</li> <li>• Maintain courteous and professional interpersonal relationships with all members of staff, co-workers, stakeholders and patients. Work with Clinical and Clerical staff associated with the Unit, to ensure cohesive and effective service provision.</li> <li>• Provide high quality of customer service to patients, in accordance with National standards and SHDH code of conduct and organisational values.</li> <li>• Referral of patients for general dental and specialist services, and care which is outside their scope of practice.</li> <li>• Report all adverse events, complaints and 'near misses' in accordance with SHDH processes and DHSV Clinical Incident &amp; Complaint Reporting Policies.</li> <li>• Maintain and process patient records in accordance with SHDH and DHSV Clinical Record Standards and the Health Records Act 2002</li> <li>• Ensure that the dental surgery is maintained in accordance with SHDH infection control policy.</li> <li>• Provide dental education to patients aimed to maintain and improve their oral health.</li> <li>• Undertake professional development and continuing education.</li> <li>• Liaise and network with relevant professional and community groups.</li> <li>• Take an active involvement in all quality improvement activities relevant to Community Dental Services. Undertake data collection for the monitoring and evaluation of programs.</li> <li>• Work with SHDH staff to optimise functionality of the Titanium system, and utilise Titanium to fullest extent.</li> <li>• Maintain courteous and professional interpersonal relationships with all members of staff, co-workers, stakeholders and patients. Work with Clinical and Clerical staff associated with the Unit, to ensure cohesive and effective service provision.</li> <li>• Supervise less experienced clinicians and dental assistants and act as team leader for dental auxiliaries.</li> <li>• Assist in the induction of new staff.</li> <li>• Ensure that all new programs and activities within SHDH that impact the community involve appropriate community consultation processes.</li> <li>• Ensure services delivered are effective, efficient, coordinated and client focused. Assist with the planning, monitoring and reporting of itinerary</li> </ul>

	<p>achievements against negotiated targets and participate in strategies to meet agreed service targets. Assist with efficient patient scheduling to enhance patient throughput.</p> <ul style="list-style-type: none"> <li>Actively participate and contribute to staff meetings. Active involvement and/or representation in program meetings and actions generated.</li> <li>Participate in planning and developing innovative services to meet the oral health needs of our community and region</li> <li>Participate in education of key personnel and service providers on matters relating to the oral health needs of the Swan Hill community. In consultation with the local service network identify areas of unmet need and work towards the development of appropriate services for our community</li> </ul>
<b>Key Selection Criteria:</b>	<ul style="list-style-type: none"> <li>Registration as an Oral Health Therapist, with extended scope of practice allowing restorative treatment of adults, with AHPRA.</li> <li>Completion of all credentialing requirement to practise with in SHDH.</li> <li>An understanding of public dental care and associated clinical service delivery.</li> <li>Demonstrated level of clinical competence and experience in the provision of general dental services delivered through public, private and specialist providers.</li> <li>An interest and associated skills in oral health promotion</li> <li>Demonstrated ability to provide leadership within a clinical setting.</li> <li>Demonstrated commitment to working in a multidisciplinary team recognising and respecting the contribution of all team members.</li> <li>Demonstrated commitment to ongoing professional and personal development.</li> <li>Demonstrated ability to manage time and prioritise competing demands</li> <li>Be proactive and 'self starting'.</li> <li>Ability to work as part of a team, as well as to work independently</li> <li>Willingness to recognise own limitations and work with others to ensure objectives are achieved.</li> <li>A personal approach which is positive, enthusiastic, friendly and helpful.</li> <li>Ability to set and maintains high standards of performance, quality and productivity for self and others.</li> <li>Ability to interact and communicate with a diverse range of people from all levels, cultures and backgrounds.</li> <li>Flexibility to operate in an environment of change and continuous improvement.</li> </ul>
<b>Salary/Award:</b>	Salary in accordance with Allied Health Professionals (Victorian Public Health Sector) <i>Single Interest Enterprise Agreement 2016-2020</i> .
<b>Infection Control:</b>	<ul style="list-style-type: none"> <li>Each staff member has a responsibility to minimize exposure to incidents of infection/cross infection of residents, staff, visitors and the general public.</li> <li>The risk minimization strategies are to be supported by all staff adhering to the Infection Control Manual policies, procedures and guidelines.</li> </ul>
<b>Continuous Quality Improvement:</b>	<ul style="list-style-type: none"> <li>Each staff member is expected to demonstrate a commitment to best practice.</li> <li>All staff shall take responsibility for their own practice and share responsibility for creating and maintaining a system that provides safe, high quality health care.</li> <li>All staff will participate in quality improvement activities aimed at improving patient outcomes and maintaining accreditation standards.</li> <li>It is the responsibility of every staff member to be familiar with Health Service-wide and specific Department Policies &amp; Protocols</li> </ul>

<b>Person Centered Care:</b>	<p>The Health Service supports in its values the philosophy of Person Centered Care to ensure all people, including health service providers, clients, their carers and family members are respectfully cared for and encouraged to participate in the provision of quality health care.</p> <p>We recognise diversity is part of every person &amp; as such providers of health care must be actively involved in developing models of care that are person centered</p>
<b>Our Purpose:</b>	<p><b>Connected Care / Best Experience</b>  SHDH commits to meet the growing health care needs of our community through our new vision to provide better connected care and to achieve the best care experience.</p>
<b>Privacy and Confidentiality:</b>	<p>SHDH are committed to protecting patient and staff privacy and confidentiality, as it is an important aspect of our commitment to providing high quality services. In accordance to both the Health Records Act and the Information Privacy Act, information should only be used and disclosed for the primary purpose of its collection.</p> <p>Each employee has a responsibility to adhere to SHDH's Privacy and Confidentiality Policy, as it is a condition of employment. Any breach of the rules of privacy and/or confidentiality relating to health service business, patients or medical records will result in disciplinary action.</p>
<b>Mandatory Training:</b>	<p>All employees must be aware of and complete designated mandatory training within the required time frame.</p>
<b>Safety:</b>	<p><b>RESPONSIBILITIES: It is the responsibility of every staff member to:</b></p> <ul style="list-style-type: none"> <li>• Take reasonable care for your safety and the safety of others while at work.</li> <li>• Report accidents, incidents and potential hazards as soon as reasonably practicable to your supervisor and record on VHIMS reporting system.</li> <li>• Advise your supervisor if you have an injury or illness that may affect your ability to perform the inherent requirements of your position.</li> <li>• Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual.</li> <li>• Complete all Mandatory training requirements as identified and directed.</li> <li>• Comply with the Occupational Health and Safety Act and all SHDH O.H. &amp; S. online Policies and Procedures.</li> </ul>
<b>Asset Management:</b>	<p>Staff with asset management responsibilities are required to adhere to the Asset Management Policy and Protocols.</p>
<b>Review:</b>	<p>Completion of My Work Plan on a yearly basis.</p>
<b>Previous Revision dates:</b>	<p>June 2017</p>
<b>Current:</b>	
<b>Managers Name:</b>	
<b>Managers Signature:</b>	
<b>Employees Name:</b>	
<b>Employees Signature:</b>	



The Application for Employment form is required to be submitted with the following documents:

- Covering letter in support of application
- Response to Key Selection Criteria
- Applicants Curriculum Vitae

<b>Position Applying for</b>	
------------------------------	--

<b>General Information</b>
----------------------------

<b>Name</b>			
<b>Address</b>			
<b>Contact</b>	<u>Home phone</u>	<u>Mobile</u>	<u>Email</u>

Are you of Aboriginal/Torres Strait Islander Origin?     No             Aboriginal             Torres Strait Islander  
*(This question is voluntary)*

Do you wish to be identified under this category?     Yes     No

Are you an Australian Citizen or Permanent Resident:  Yes     No                      Date of Grant ...../...../.....

If no, what is your current Visa Status – Visa type \_\_\_\_\_ Expiry date ...../...../.....

Place/Country of issue: \_\_\_\_\_ Issue Number: \_\_\_\_\_

Do you require sponsorship?                                       Yes     No

<b>Conditions of Employment</b>
---------------------------------

Employment conditions are governed by the relevant Public Sector Health Industry Awards and EBAs relevant to the position applied for:

**Initial employment is subject to:**

- 6 months' probationary period (*with a review at 3 months.*)
- Requirement to work any shift
- Requirement to work in any department as required

**Hours of Work** – \_\_\_\_\_ (Availability)

<b>Discipline/Misconduct</b>
------------------------------

Have you experienced discipline or misconduct action at any previous employment?     Yes     No

If **Yes**, please provide details:

---



---

## Police and Working with Children Checks

Satisfactory Police Checks, and in some areas, Working with Children Checks are mandatory at the point of employment.

If you have a current Police Check and/or Working with Children Check, please show the check identifying numbers and the date of issue: \_\_\_\_\_

Upon engagement, you will be required to provide the necessary information to complete a Check. Please note that it is a condition of employment that you maintain a current satisfactory Police Check and, if required, Working with Children Check.

## Pre-existing Health and Injury Declaration

Swan Hill District Health (SHDH) is committed to achieving a safe working environment for all employees. As part of this, it is our objective to ensure potential employees are not required to work in duties that they are not able to perform safely. As part of the application process for employment with SHDH, we request you to disclose any pre-existing injury or disease which may be adversely affected by the performance of the inherent requirements of the position you have applied for – as described in the Position Description for the position.

Pursuant to S.41 (1) and (2) of the *Workplace Injury Rehabilitation and Compensation Act 2013*, you are required to disclose to SHDH any pre-existing injury or disease that you have suffered of which you are aware, and could reasonably be expected to foresee, could be affected by the nature of this proposed employment.

Failure to make a disclosure, or the making of a false or misleading disclosure, would disentitle you to compensation pursuant to the *Workplace Injury Rehabilitation and Compensation Act 2013* should you suffer any reoccurrence, aggravation, acceleration, exacerbation or deterioration of your pre-existing injury or disease arising out of, or in the course of, or due to the nature of with SHDH. SHDH will rely upon any failure to disclose in accordance with the provisions of the *Workplace Injury Rehabilitation and Compensation Act 2013* as grounds for denying compensation in accordance with S.41 (1) and (2).

Should any alteration, change or rearrangement be necessary to enable you to carry out the inherent requirements of the position, we also request that you disclose these requirements. SHDH is an equal opportunity employer and will arrange any reasonable adjustment to enable a person with a disability to perform the inherent requirements of the position and therefore compete equally with other applicants for this position. Please disclose in the place below any pre-existing injury or diseases that you suffer from, or have suffered from, which could be affected by the nature of your proposed employment with Swan Hill District Health.

**Disclosure advice: - (to be completed by the applicant)**

---

---

I confirm that I have read and understood the contents of the above information and state that I have disclosed all relevant information in relation to my health and physical ability to carry out the inherent requirements of this position.

**Signature of applicant:** \_\_\_\_\_ **Date:** ...../...../.....

**NOTE: If providing this form electronically, you accept that the information is true and correct by the action of submitting the form. You will be requested to sign the printed version at your interview if you are selected.**

**Enquiries:**

Email address: [employment@shdh.org.au](mailto:employment@shdh.org.au)

Phone: 03 50339315

Postal Address: PO Box 483 SWAN HILL VIC 3585